III. Correspondence and Reports.

A. CORRESPONDENCE—*concluded.*

Correspondence with Political Agent, Dángs.

410. The Conservator of Forests should communicate with the Political Agent on subjects connected with the political affairs of the Dángs in which he may consider interference necessary.*

Correspondence with the Accountant General.

411. The Conservators of Forests should address the Accountant General's office and not the Treasury Officers regarding any extraordinary demands their Department may have upon the treasuries.†

Correspondence with Conservators in Madras.

412. The Conservators of Forests in the Madras Presidency are permitted to enter into direct communication with the Bombay Government.‡

Designation on official letters.

413. At the head of official letters both the name and official designation of the writer and the official designation only of the officer to whom the letter is addressed should be given.§

Vernacular terms to be avoided.

414. In all official correspondence vernacular terms such as *Pránt* for Assistant Collector in charge of a sub-division, and similar words for which English equivalents are available should be avoided.‖

B. Administration Reports.

Skeleton report.

415. The following headings in the skeleton report are given in the "Table of Contents," which being filled up in accordance with the prescriptions contained in the "Memorandum," have been sanctioned by the Government of India in their letter, Department of Revenue and Agriculture (Forests), No. 10-F, dated 5th August 1904:—

ANNUAL PROGRESS REPORT OF FOREST ADMINISTRATION.

[The report shall not cover more than 20 pages in print.]

Table of Contents.

Chapter I.

Constitution of State Forests.

Section 1 Alteration in area.
„ 2 Forest Settements.
„ 3 Demarcation.
„ 4 Forest Surveys.

*Government Resolution No. 5919, dated 24th November 1871.
† Government Resolution No. 3264, dated 22nd May 1877.
‡ Government Resolution No. 2067, dated 12th March 1883.
§ Circular, General Department, No. 1619, dated 16th March 1906
‖ Circular, General Department, No. 1010, dated 13th February 1907.

III. Correspondence and Reports.

B. ADMINISTRATION REPORTS—*continued.*

Chapter II.

Management of State Forests.

Section 1.—Regulation and Management.

Sub-section (*a*) Preparation and control of Regular Working Plans.
" (*b*) Preliminary Working Plan Reports.
" (*c*) Plans of Operation.

Section 2.—Communication and Buildings.

Sub-section (*a*) Roads and Bridges.
" (*b*) Buildings.
" (*c*) Miscellaneous Works.

Section 3.—Protection of Forests.

Sub-section (*a*) General Protection.
" (*b*) Protection from fire.
" (*c*) Protection from cattle.
" (*d*) Protection against injuries from natural causes.

Section 4.—Sylviculture.

Sub-section (*a*) Natural reproduction.
" (*b*) Artificial reproduction.
" (*c*) Operations for the improvement of the growing stock.
" (*d*) Experiments.

Section 5.—Exploitation.

Sub-section (*a*) System of Management.
(i) Major Forest Produce.
(ii) Minor Forest Produce.
(*b*) Agency of Exploitation.
(i) Departmental Agency.
(ii) Purchases.
(iii) Rights and Privileges.
(iv) Free Grants.
(*c*) Outturn and Sources of Forest Produce.

Chapter III.

Financial Results.

Chapter IV.

Administration.

Chapter V.

General.

Appendices.

III. Correspondence and Reports.

B. ADMINISTRATION REPORTS—*continued.*

Orders regarding the preparation of the report.

416. Memorandum on the compilation of Annual Progress Report of Forest Administration.

I. General.

The following principles should be strictly followed :—

(1) The maximum limit of 20 pages of print should not be exceeded unless the writer has previously obtained the permission of the Local Government to exceed it in any particular year.

(2) The report should contain only the explanation of really important or suggestive variations in the statistics, and the statement of really noteworthy facts in the history of the year's administration.

(3) No mere paraphrasing and reproduction of the statistics should be allowed in the report.

(4) All attempts to offer explanations of variations in the figures, which are not important or unusual, should be excluded, unless the fact alleged in explanation is in itself important enough to demand mention.

(5) The idea that it is necessary to say something should be discarded, and it should be recognized that the briefer a report is the better, provided that it says all that is needed for an intelligent comprehension of the meaning of the facts and figures and of the salient features of the year's work.

(6) The introduction into the text of large numbers of tables of statistics (usually a reproduction in an abridged form of the statistics in the appendices) detracts from the value and interest of the report, while it greatly increases the cost of printing it. *The body of the report should be almost entirely in narrative form.* It will occasionally be necessary to introduce tables of comparative statistics into the narrative, but such tables should be brief and simple and their number rigidly restricted.

(7) The number of maps or diagrams should be restricted ; they should be placed at the beginning or end of the volume.

(8) Tables of statistics should not be printed side-ways on a page unless distinct economy of space thereby results. The foolscap size lends itself easily to the printing of tables with their headings across instead of along the length of the page.

(9) Pages of tabular matter should not be printed with the columns left entirely or almost entirely blank.

(10) It is seldom necessary to give in full detail and in separate columns in Tables of Statistics the corresponding figures for the preceding year. In most cases it will be found sufficient to give corresponding figures for the totals only, by means of one additional line at the foot of the table.

(11) Cross references between the statistical tables and the paragraph discussing them should be given by means of marginal entries on the paragraphs and, if possible, also on the tables themselves.

III. Correspondence and Reports.

B. ADMINISTRATION REPORTS—*continued.*

(12) The directions of the Government of India that reports should be printed in solid pica and the extracted matter and appendices in small pica should be strictly followed.

(13) Instead of printing the report for each Circle separately as hitherto, the remarks of each Conservator bearing on the same subject should appear in one place. Thus, Chapter I should be printed as shown below :—

II. Special.

Chapter I.

Constitution of State Forests.

1. Alteration in area.

Northern Circle	...	...
Central Circle	...	...
Southern Circle	...	...
Sind Circle	...	...

Outline of the information to be given under the several heads of Chapters.

417. This section should give concisely the areas added or excluded during the year together with the reasons for addition and exclusion. The following four classes of forest should be dealt with :—

(If existing in the circle)—(i) Reserved, (ii) Protected, (iii) Unclassed or Public Forest Land, and (iv) Leased Forests.

2. Forest Settlement.

The progress made in Forest Settlement will be recorded, the area finally settled during the year, that under settlement and the cost and agency employed. An estimate of the area still to be settled should be added, together with suggestions for the future.

3. Demarcation.

The length of boundary demarcated and repaired during the year should be noted, differentiating between the external and internal boundaries. The method employed and its cost per mile should be stated and an estimate be made of the work still to be done.

4. Forest Surveys.

A short report by the Superintendent, Forest Surveys, should, when necessary, be entered here, followed by a brief notice of local surveys, if undertaken. The section should close with an estimate of the amount of survey work still outstanding.

The chapter should end with a statement of the total expenditure under the head "Constitution of State Forests."

III. Correspondence and Reports.

B. ADMINISTRATION REPORTS—*continued.*

Chapter II.

Management of State Forests.

1. Regulation of Management.

(*a*) Preparation and Control of Regular Working Plans.

Under "Preparation" should be mentioned the area for which new Working Plans were sanctioned during the year and the area for which Working Plans were in compilation. In each case the system of working prescribed or proposed should be recorded; and, in the case of completed plans, the cost per square mile. Under "Control" it should be mentioned whether the prescription of existing plans were carried out, and important deviations should be explained and the authority therefore stated.

Revision of Working Plans should next be noted and the sub-section should close with an estimate of the area for which Working Plans are still required and a list of Plans which will lapse within the next three years.

(*b*) Preliminary Working Plan Reports.

A brief notice of the reports submitted or under compilation should here be entered.

(*c*) Plans of Operation.

Important deviations from sanctioned Plans of Operation should be explained, and if there exist areas for which no Plans of Operations were drawn up, the authority for the omission should be entered.

2. Communication and Buildings.

(*a*) Roads and Bridges.

The sub-section includes tramways, slides and all other forms of export lines. The information should be sub-divided under the heads of "permanent" and "temporary" works. If the works were of some magnitude, details of interest may be given regarding their nature.

(*b*) Buildings.

Here again the information given should differentiate between "permanent" and "temporary" works, but no details are required save for permanent buildings of importance. The cost of permanent and temporary roads and bridges and buildings should only be given in totals.

(*c*) Miscellaneous Works.

A short paragraph may be devoted to a brief description of any miscellaneous works of interest. Otherwise a brief statement of the cost incurred will suffice.

III. Correspondence and Reports.

B. ADMINISTRATION REPORTS—*continued.*

3. Protection of Forests.

(*a*) General Protection.

This sub-section is of importance and the total number of forest offences, which came under observation during the year, should be compared with the average of those which occurred during the past three years. In the same way the offences of the year under the heads (i) "Injury by fire", (ii) "Unauthorized fellings" or "Removal of produce", (iii) "Unauthorized grazing", and (iv) "Other offences" should be compared, the reason for any marked increase or decrease being given. In another paragraph the number of cases compounded and brought into Court should be considered together with the percentage of convictions obtained. The sub-section should close with remarks as to undetected cases and the nature of the punishments inflicted by the Magistracy in important forest cases.

(*b*) Protection from fire.

The sub-section should open with a statement of the method employed throughout the Circle and be followed by information as to the area under regular protection, the percentage of success attained and its cost per square mile. The origin of fires should be considered under the following heads :—

(i) Those originating in departmental fire conservancy operations.

(ii) Those crossing outer fire traces.

(iii) Those due to carelessness or accident by outsiders, or to unknown causes.

(iv) Those originating from intention or malice.

The extension of operations to hitherto unprotected forests should be noted on.

(*c*) Protection from Cattle.

The percentage of forest open to (i) Grazing and (ii) Browsing to the whole area may be mentioned. The number of cattle impounded, as compared with the average number of the last three years, should be noted and reasons given for any marked change in these numbers. The injury done by cattle, the means taken to prevent such injury and their results should be recorded.

(*d*) Protection against Injuries from Natural Causes.

This sub-section should be of interest. Any special danger threatening the forest such as insects, parasites, climbers, snow, etc., should be mentioned, together with the measures taken to avert these dangers.

4. Sylviculture.

(*a*) Natural Reproduction.

This sub-section is of greatest importance. It should be divided into reproduction from seed and coppice and so treated that the knowledge of the subject may be increased. To this end bald statements of the facts that reproduction was

III. Correspondence and Reports.

B. ADMINISTRATION REPORTS—*continued.*

good, indifferent, or bad will not be acceptable unless the reasons are forthcoming. Steps taken or proposed to improve natural reproduction should be noted and some idea given of the area treated and of the operation carried out. The effects of protection in the past should be mentioned and the cost of the work of the year.

(*b*) Artificial Reproduction.

This should be treated under the heads of (i) Regular Plantations, (ii) Taungya Plantations, and (iii) Cultural Operations. The expenditure as well as the work on each should be considered separately. Cultural operations are those undertaken with a view not to assist natural reproduction (which is treated in the previous sub-section) but to replace it, and differ from regular plantations in that they constitute special works such as the filling of blanks in forest land, the sowing or planting up of areas on which bamboo has flowered, etc.

(*c*) Operations for the Improvement of the Growing Stock.

This sub-section should deal with operations carried out in favour of the growing stock in natural forests and not with operations on growth induced by artificial reproduction or with those carried out to aid natural reproduction. This will include all weedings, thinnings, clearings, girdling, and improvement fellings involving the removal of *unsaleable* material. Such operations should be kept distinct from exploitations yielding marketable produce. The area operated on and the cost should be entered.

(*d*) Experiments.

This sub-section should be devoted to a record of experiments made in the introduction of new species or in the utilization of indigenous growth. A brief but interesting record should here be maintained which may be of great use in extending the scope of economic forestry.

5. Exploitation.

(*a*) System of Management.

(i) Major Forest Produce.

The various systems of exploitation in force under the headings "clear," "regeneration," "selection," "improvement," "coppice" and "unregulated fellings" should be stated and any reasons for increase or diminution of area operated on explained.

(ii) Minor Forest Produce.

The system of disposal of minor forest produce should be explained. Grazing permitted for the purpose of producing revenue should be here treated. Efforts made with a view to increase the utilization of minor forest products may be touched on.

III. Correspondence and Reports.

B. ADMINISTRATION REPORTS—*continued.*

(*b*) Agency of Exploitation.

(i) Departmental Agency.

The reasons for the employment of Departmental Agency should be given and the percentage of total outturn extracted by this method. The more important departmental works may be briefly described, including transport by land or water, and depôt arrangements. Major and minor produce should be kept separate for the purposes of this sub-section and the total value of disposals of the year should be entered.

(ii) Purchasers.

The sub-section includes permit-holders and a sub-division as regards major and minor produce becomes a necessity. The working of the permit system and the check at revenue and other stations will here be touched on. The total value of the year's sale should be entered.

(iii) Rights and Privileges.

The sub-section should deal with the utilization by right and privilege holders of the produce placed at their disposal, and explain any increase or decline in the demand, as well as the means taken to permit the proper exercise of rights and privileges without damage to the forests. The estimated value of removals should be stated.

(iv) Free Grants.

Any large grants to individuals or communities may be mentioned and the reasons for the grants explained. The estimated total of the grants should be given.

(*c*) Outturn and Sources of Forest Produce.

This sub-section will summarize by value the outturn by whatever agency extracted and should do so by classes of Forest (Chapter I (1)) and classes of produce (Major and Minor). Remarks should be added giving any interesting information that may be available regarding the outturn of valuable timbers and of the more important minor products; also as to the number of cattle for which grazing has been provided. This Chapter should end with a statement of the total expenditure incurred under Management of State Forests.

Chapter III.

Financial Results.

A comparison should be made of the income and expenditure of the present and the past year, and the average of five preceding years. An analysis should then be made of the income as derived from major and minor produce, of the expenditure (A) incurred on extension, constitution, improvement and exploitation of the forest property and of that incurred (B) for administrative, executive and protected

III. Correspondence and Reports.

B. ADMINISTRATION REPORTS—*continued.*

charges, giving percentages of the whole in each case and at the end the percentage of net income. The extent of outstandings and increase or deficit in stock should be taken into consideration.

Chapter IV.

Administration.

The chapter should deal with establishment, service, and conduct of officers, casualties and relation between Revenue and Forest Officials. The inspection of offices should be briefly reported on. No details need be given of the charges held by various officers during the year, nor the number of days occupied on tour.

Chapter V.

General.

This chapter should deal with any special matter of interest which does not fall under any of the previous heads.

Appendices.

418. The following returns will follow the report :—

		* Bengal Forest Code Form No.
1.	Area of Reserved Forest	51
2.	Area of Protected Forest	51A
3.	Area of Forest Proper Reserved or Mixed Fuel and Fodder Reserves under the management of the Forest Department	51B
4.	Area of Fodder Reserves and pasture lands under the management of the Revenue Department	51C
5.	Progress made in, and expenditure incurred on, Forest Settlement	52
6.	Demarcation and maintenance of boundaries	53
7.	Forest area surveyed and unsurveyed	54
8.	Progress made in Working Plans	55
9.	Communications and Buildings	56
10.	Register of breaches of Forest Rules	57
11.	Area of forest tracts protected from fire	58
12.	Areas open and closed to grazing	59
13.	Return of grazing in State Forests	60
14.	Artificial Reproduction	61
15.	Outturn of timber and fuel	62
16.	Outturn of minor forest produce	63
17.	Account of timber, &c., in depôts and sold locally	64
18.	Abstract showing the value of timber and produce at sale-depôts	65
19.	Abstract showing the value of Live and Dead Stock	66
20.	Summary of the revenue and expenditure of the different divisions	67
21.	Annual account current	68
22.	Revenue received and outstandings on account of Revenue	69
23.	Statement of outstandings and liabilities on account of contractors and disbursers.	70
24.	Annual statement of financial results	71

* These forms must be entered at the end of the book.

III. Correspondence and Reports.

B. ADMINISTRATION REPORTS—*continued.*

No additional returns, giving in a different form, the information contained in the above statements shall be submitted. Any other appendices that may be inserted should be strictly limited to the illustration of important material points mentioned in the annual report.*

Date of submission of annual Administration Report by Divisional Forest Officers.

419. (1) The Divisional Officers will submit their Annual Reports to Conservators on or before 15th August.†

(2) The Conservators should submit to Government by the end of September the reports of their respective Circles in manuscript, the reports being typewritten on one side of the paper only and each sub-section being written on a separate sheet and not one below the other. The several Appendices to the report should also be submitted separately. The Conservators and Deputy Conservator should also be requested to forward a duplicate copy of the report to the Commissioners concerned for review. The Commissioners should be requested to submit their reviews to Government by 15th October, so that the whole report including the Commissioners' reviews and the Appendices may be properly arranged in the Secretariat and printed at the Government Central Press by 1st December.

(3) The extracts from Collectors' remarks should come, as at present, under Chapter V under the heading "*General*," and the Commissioners' forwarding memoranda should come at the end of the report, one after another, the necessary alterations in the numbering of paragraphs and references being made throughout in the revised report. The name of the Conservator forwarding the report should be printed at the beginning of each Chapter, and number and date of the forwarding letter should be included in the preamble of the Resolution to be passed on the reports.‡

Date of submission of Report to the Secretary of State for India.

(4) Copies of the Annual Forest Administration Report of the Bombay Presidency and of any orders that it may call forth should be forwarded for the information of the Secretary of State for India by the 31st March.§

Correct procedure in filling in Form 46, 46A, 46B, and 46C.

420. It appears that while officers in charge of the Northern and Sind Circles exclude from Form No. 46B the areas shown in Forms Nos. 46 and 46A, the Conservators, Central and Southern Circles, include those figures in Forms Nos. 46B and 46C. The correct procedure appears to be to show in the Form No. 46 all forest which has been constituted Reserved Forest under the Act; in Form No. 46A all Protected Forests so constituted; in Form No. 46B out of the totals of the areas shown in Forms Nos. 46 and 46A, the areas of forest proper and fuel and fodder reserves

* Government Resolution No. 6560, dated 27th August 1904.

† Government of India, Department of Revenue and Agriculture, No. 16-F, dated 7th June 1892, *vide* Government Resolution No. 5506, dated 6th July 1892.

‡ Government Resolution No. 7177, dated 24th July 1909.

§ Secretary of State's No. 2, Revenue, dated 17th January 1878, *vide* Government Resolution No. 854, dated 16th February 1878.

III. Correspondence and Reports.

B. ADMINISTRATION REPORTS—*continued.*

(both reserved and protected) which are in charge of the Forest Department; and in Form No. 46C the areas, both reserved and protected, which are in charge of the Revenue Department as fodder reserves and pastures. The areas should be shown accordingly in future, with an abstract at the end of the forms showing the total forest area of all kinds in each Division and Circle. Until the tripartite classification of forests is completed, the reports should contain a paragraph similar to paragraphs 13 and 14 of the Southern Circle report, giving information of the progress made in carrying out that classification.*

NOTE.—Paras. 13 and 14 of the Southern Circle report for 1902-03 deal with the extent to which the work of classification and handing over parsture lands to the Revenue Department, has advanced in that Circle.

Directions regarding the method of filling in Form 65.

421. Form No. 65 (financial results of the year) of the Forest Department Code should be carefully compiled in accordance with the directions of the Code so as to avoid discrepancies of the nature noticed by the Government of India in paragraph 11 of their letter No. 652-F., dated 19th June 1888, reviewing the report of Forest Administration in the Bombay Presidency for 1886-87.†

NOTE.—"11. I am to point out that the general statement of Financial Results contained in Form 62 (now Form 65) is differently compiled in the three Circles and is consequently of comparatively little value. In one Circle the column 'for timber and other produce removed from the forests by Government Agency' includes that removed by purchasers and consumers, and the column headed 'other revenue charges' includes the cost of settlements, and, again, no establishment charges are debited in one Circle to timber works, and in the others in untraceable proportions. Changes in the sequence of divisions have also been noticed in other forms, and this too, it is suggested, should be avoided." (G. I., R. & A., No. 652-F, dated 19th June 1888—*vide* Government Resolution No. 5016, dated 27th July 1888.)

Irregularities in the preparation of the returns of Forest areas.

422. The attention of the Conservators of Forests is drawn to the irregularities in the preparation of the returns of forest area embodied in the Forest Administration Reports brought to notice in the following extract from the memorandum No. 1736, dated 27th August 1889, from the Director of Land Records and Agriculture, and they should see that correct areas are given in the future reports:—

"It will be seen that the difference in the forest area, as shown in Form A of the Returns of Agricultural Statistics of the Bombay Presidency and that given in the Annual Forest administration Reports, is due to one or more of the following reasons in respect to each district:

(i) The same area as was originally gazetted under the Forest Act of 1878 as reserved forest is annually shown in the forest report though the figure has changed since that time.

(ii) The village papers are not corrected according to the demarcation and final settlement of the forest areas.

(iii) Clerical errors made in preparing the revenue and forest returns, 1889."‡

* Government Resolution No. 4643, dated 18th June 1904.
† Government Resolution No. 7515, dated 12th November 1888.
‡ Government Resolution No. 7260, dated 27th September 1889.

III. Correspondence and Reports.

B. ADMINISTRATION REPORTS—*continued.*

Criticisms on orders passed by Government should not be inserted in Administration Reports.

423. It is improper to insert criticisms of orders passed by Government in the Annual Forest Administration Reports which should be confined to detailing and explaining the operations of the year and in so far only as they affect these operations should Government orders be referred to. Government expect Conservators to carry out loyally and without cavil the orders issued to them, and the discussion in Administration Reports of the policy of Government orders must be discontinued.*

Hypothetical figures should be avoided.

424. Hypothetical figures should be avoided in official reports.†

Regarding the use of scientific names of plants.

425. The directions contained in the Government of India's Circular No. 654-89, General, dated 14th March 1892; (*vide* Government Resolution No. 3264, dated 7th April 1892), regarding the employment of the correct scientific nomenclature of all plants mentioned in botanic economic reports, should be observed in the preparation of the Forest Administration Reports. As regards the more generally known trees, plants, and products, it will, if the vernacular and not the scientific name is in common use, suffice to give the scientific equivalent once or twice when the product is first alluded to in the report.‡

Yield to be given in cubic feet.

426. No remarks or comparisons are possible as regards yield of the forests so long as the various descriptions of forest produce are not reduced to the denomination of cubic feet in the cases of timber and fuel, and money in the case of minor forest produce. This should be attended to in future Forest Administration Reports.§

Figures in the body of the report and appendices should tally.

427. The Conservators and Deputy Conservators in charge of circles should be careful in the preparation of their reports to avoid discrepancies between the figures given in the body of the reports and those given in the forms appended to them.‖

Information regarding natural reproduction to be given in Annual Reports.

428. It has been noticed that the information regarding natural reproduction recorded in the Annual Forest Administration Reports is not unfrequeutly insufficient or vague. the Government of India desire, therefore, that in future in annual reports the general conditions of the forest as regards reproduction may be more clearly and precisely explained. As a rule, reproduction proceeds satisfactorily in forests which are carefully protected from fire and grazing, so that it would only appear necessary to draw attention to the exceptions to the rule and to endeavour to explain

* Government Resolution No. 7232, dated 12th September 1892.

† Government Resolution No. 5664, dated 5th August 1889.

‡ Government Resolution No. 6318, dated 31st August 1893.

§ Government of India, Revenue and Agriculture, No. 816-F, dated 5th August 1889, and No. 577-F, dated 7th July 1890, *vide* Government Resolutions No. 6731, dated 9th September 1889; and No. 6059, dated 26th August 1890.

‖ Government Resolution No. 7286, dated 6th October 1893.

III. Correspondence and Reports.

B. ADMINISTRATION REPORTS—*continued.*

the causes of failure with a view to their removal, where possible. These causes may be that seeding does not take place at all, or that the seeds are not fertile or are destroyed by insects and other animals, or killed by frost, drought, and other injurious weather influences, or that the ground is too hard for successful germination, or that the seedlings although produced in numbers, are choked up by rank inferior growth, burnt, grazed down or otherwise destroyed. Similarly, in the event of seedlings coming up in abundance where none were observed before, an attempt might be made to explain what are the favourably determining conditions, and what steps, if any, have been taken to develop these conditions.*

Comment of the Government of India on the want of information regarding natural reproduction.

429. The Conservators' reports do not furnish much information with regard to the important work of aiding natural reproduction from seed. In Sind, where it is imperative that the forests should receive the benefit of all surplus water, little was available during the year; and the Government of India trust that the meeting of the conference which, it is understood, has been ordered to consider this subject will result in a permanent solution of the difficulty.†

Receipts obtained from Forests and Waste Lands in Sind.

430. The receipts of Forest Department in Sind represent not only the revenue derived from reserved and protected forests, but also the revenue derived from the sale of wood grown in various tracts of ordinary waste land. It is important that the receipts under all heads from forest reserves should be clearly distinguished in the Administration Reports from receipts from other supplementary sources, as it is otherwise impossible to estimate the real resources of the reserves themselves.‡

NOTE.—The following five sections contain information called for by the Government of Bombay to be entered in the annual reports, though not in accordance with Government Resolution No. 6560, dated 27th August 1904 (see sections 400 to 403, Standing Orders, Forests), which contains the most recent orders of the Government of India on the subject.

Data regarding fires.

431. The information required by section 282, Standing Orders, Forests, should be given in the Administration Reports.§

Data concerning impounding of cattle.

432. Separate returns should be submitted by the Conservators of Forests with their Annual Administration Reports, regarding the number of cattle impounded in open and closed forests.‖

Data regarding grazing.

433. Full details should be given regarding grazing operations in the Annual Administration Reports of the Forest Department.¶

* Government of India, Revenue and Agriculture, No. 31-F, dated 30th September 1889, *vide* Government Resolution No. 8144, dated 26th October 1889.

† Government of India, Revenue and Agriculture (Forests), No. 878-F, dated 29th July 1904, *vide* Government Resolution No. 6562, dated 27th August 1904.

‡ Government Resolution No. 4944, dated 8th July 1893.

§ Government Resolution No. 248, dated 12th January 1904.

‖ Government Resolution No. 5589, dated 4th August 1891.

¶ Government Resolution No. 7232, dated 12th September 1892.

III. Correspondence and Reports.

B. ADMINISTRATION REPORTS—*concluded.*

Data regarding various classes of theft wood.

434. The Conservators should in their Annual Administration Reports distinguish between misappropriation of (*a*) timber, (*b*) firewood, and (*c*) minor forest produce. The amounts of revenue collected on *each kind of minor forest produce*, in each district, should also be stated.*

Data relating to sums realized by compounding offences.

435. The Conservators of Forests should, in their Administration Reports supply information as to the sums realized from cases compounded under section 67 of the Forest Act.†

C. Demi-official Correspondence.

The uses to which demi-official correspondence may be put.

436. The attention of all officers in the Political, Judicial and Educational Departments, and also, according to Government Resolution No. 3078, dated 31st August 1891, Officers in the Revenue, Financial, General and Separate Departments of the Secretariat, is called to the rule already enforced in the Political Department that unless *demi-official* letters have been brought on the records of Government and referred to by Government, they should not be noticed in official correspondence. Demi-official correspondence is either used to supplement and explain official correspondence in which case the distinction of style indicates a fundamental distinction in the writers' intentions as to its official use, or it is adopted in lieu of official correspondence, to save time, or to secure secrecy, in which case it should be followed by an official communication in due course.

Rules regulating demi-official correspondence.

437. The following rules are laid down for general guidance :—

(i) No demi-official letter or telegram should be quoted in official correspondence without the express sanction both of the sender and the receiver. On no account should it be communicated to Native States or quoted in the issue of orders to subordinate officials.

(ii) Demi-official communications or instructions, which are provisionally required for action or record, must be supplemented by official communications containing no reference to the demi-official correspondence.

(iii) Demi-official correspondences hould be limited to the uses above described.‡

D. Confidential Correspondence.

Rules for the treatment of confidential correspondence.

438. The following rules for the treatment of confidential correspondence, sanctiond by the Government of India and circulated to the several departments of the Secretariat with Government Resolution, General Department, No. 578, dated 26th February 1874, are com-

* Government Resolutions No. 7232, dated 12th September 1892; No. 6881, dated 29th August 1892; and No. 9846, dated 15th December 1892.

† Government Resolution No. 8738, dated 24th December 1887.

‡ Government Resolution No. 3078, dated 31st August 1891.